

5-7-80

City of San Jose

PARKS MANAGER (3443)

CLASS PURPOSE

Under general direction, is responsible for work of considerable difficulty directing the operation of a major Parks section. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs operations and services for a major parks section such as City-wide large facilities, Neighborhood/District Parks and Stadiums, and Central Services.

Plans and directs maintenance/conservation operations for Alum Rock Park and the Coyote Creek Park chain; directs and develops park security and visitor service programs.

Plans and directs maintenance operations for all neighborhood/district parks, special facilities, civic grounds, Munciple Stadium, PAL Sports complex and ballfields. Directs event scheduling at Municipal Stadium.

Plans and directs Central Service operations for the Parks Division including turf maintenance; refuse/trash pick-up; irrigation systems repair; mobile/fixed playground equipment repair; warehouse operations; golf course maintenance and special project crew operations.

Administers the Maintenance Management System and is responsible for Parks Division safety and training programs.

Negotiates, prepares or directs the preparation of concession, landscape, maintenance and related contracts and administers central provisions.

Prepares, submits and monitors budget for operations under his control; supervises and participates in varied business duties necessary for proper operation of park facilities.

Assigns, trains, supervises and evaluates a relatively large maintenance operation and other staff and their work; makes decisions and recommendations on personnel actions such as may relate to employment, promotion, demotion, retention and other matters.

Studies policy and procedure for operations under incumbent's control and makes recommendations for change; enforces policy and procedure for operations and functions within sphere of authority.

Studies organization, operations, and services under incumbent's control and makes recommendations for quality of organization, operations, and services.

Supports the planning and development of new and existing facilities by developing operational security plans and staffing requirements; serves as liaison with citizen groups; reviews plans and monitors construction processes.

Directs the preparation of reports and the maintenance of records.

Performs important liaison and public contact work with public and private agencies, concessionaires, schools, groups, media, and individuals.

Assures responsibility for safety of vehicle and pedestrian traffic in work areas, safe operation of equipment utilized, and cleanup of work area.

TYPICAL DUTIES AND RESULTS (Cont.)

Typical End Results Include: Providing effectively developed, managed and operating services for City parks and facilities; providing visitor and park security services for the information and protection of park visitors; maintaining and scheduling sports facilities to provide public entertainment; ensuring adequate turf maintenance, parks equipment repair and refuse/trash disposal services to provide a consistently high level of parks service to the community; supporting the planning and development of new and existing facilities.

DISTINGUISHING CHARACTERISTICS

Positions in this class report to the Deputy Director of Parks and are responsible for directing a major section within the Parks Division. This class differs from higher and lower classes in terms of responsibilities and job scope.

QUALIFICATIONS

Minimum Knowledges, Skills, and Abilities

Knowledge of principles and practices in managing, developing, operating and maintaining Parks; budget preparation and administration.

Ability to plan, organize and develop Park maintenance, operations and services and implement related programs; coordinate and direct professional and technical staff work within a major Parks section.

Competency Knowledges, Skills, and Abilities

Knowledge of contract administration; safety practices and procedures; principles of organizational development and management, supervision, and public administration; basic principles of public recreational and cultural programs; park and recreation needs of a large urban community; business practices and promotion techniques of a community park and recreational facility.

Ability to establish and maintain effective public and working relationships; communicate effectively, both orally and in writing.

Training and Experience

Any combination of training and experience equivalent to successful completion of advanced undergraduate course work in parks and/or recreation management or a related field from an accredited college or university and four (4) years of experience in park management or professional public administration in the planning, organizing and of community cultural or recreational facilities and programs.

Licenses/Certificates

Possession of a valid California Driver's License.